**Positive strategies for leading a Languages faculty**

* Give staff ownership of projects
* Devise a SMART plan for the year
* Have 4 major goals for the year
* Discuss best way forward approaches
* Encourage networking
* Encourage participation in on-line forums
* Plan for responsibilities at the beginning of the year
* Rotate roles and responsibilities
* Allocate Course Co-coordinator roles to individual staff

- ensure assessment task notifications are distributed to students on time

- Assessment tasks are set

- Maintenance of electronic resources for staff and students

* Be explicit about the “deliverables” for each term
* Encourage sharing of ideas and resources
* Establish a Languages noticeboard in staffroom
* Use an online calendar
* Have a caring attitude
* Ensure equity in distribution of marking based on number of students

**Ideas to run an effective Languages Meeting**

* Distribute agenda well in advance
* If at lunch time, have a food roster
* Rotate who takes minutes
* Rotate chairperson
* Arrange agenda items so that staff not involved in issues can leave early
* Start meeting with a thank you
* Reminder of pending action at bottom of agenda
* Try to remove the administrative issues and focus on matters that inspire and lead to improved teaching and learning
* Include an item on best practice
* Allow time for feedback from PD
* Some meetings (1 or 2 a term) could be used to work on tasks eg: Creating assessment tasks, creating faculty marking criteria for R, S, L W tasks, responding to Australian Curriculum consultations, writing articles for school newsletter, developing faculty policies for registration, writing grant applications etc
* Stick to the finishing time
* Minutes to be submitted for checking before finalised